

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE MANUAL 91-223
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
19 OCTOBER 2005**

Safety

**AVIATION SAFETY INVESTIGATIONS AND
REPORTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AETC/SEF (Maj Brian A. May)

Certified by: HQ AETC/SEF
(Lt Col Charles W. Ross)
Pages: 10
Distribution: F

AFMAN 91-223, 6 July 2004, is supplemented as follows:

This supplement establishes and provides Air Education and Training Command (AETC) procedures and guidance for investigating and reporting all US Air Force aviation mishaps. **This supplement replaces the aviation safety mishaps guidance previously found in AFI 91-204/AETC Sup 1, *Safety Investigations and Reports*.** It applies to all AETC commanders, functional managers, supervisors, and personnel. It does not apply to the Air National Guard and the Air Force Reserve Command members or units. Aircraft mishap refers to flight, flight-related, aircraft ground operations and unmanned aerial vehicles. Safety criteria contained in this supplement is to assist commanders in making informed decisions on the proper mix of combat readiness and safety. These criteria specify minimum acceptable standards for safety. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority. According to AFI 90-901, *Operational Risk Management*, the following operational risk management (ORM) principles apply: Accept no unnecessary risk; make risk decisions at the appropriate level; accept risk when benefits outweigh the costs; and integrate ORM into Air Force doctrine and planning at all levels. Refer to AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, for methods on eliminating or reducing risk.

AETC group-level units that are not located on AETC bases are considered a wing-equivalent for the purposes of this supplement. Units may publish supplements to this guidance according to AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*, and its AETC supplement; however, the Director of Safety (HQ AETC/SE) must approve unit supplements prior to publication. Units may also recommend changes and address conflicts by sending AF Form 847, **Recommendation for Change of Publication**, to the Flight Safety Division (HQ AETC/SEF), 244 F Street East Ste., Randolph AFB TX 78150. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/rds/index.cfm>.

1.3.1.1. During duty hours (0700-1700 Central Standard Time), the director of base medical services or the designated representative will make a telephonic report to the Command Surgeon General (HQ AETC/SG) within 4 hours on the Class E physiological events (see AFMAN 91-223, paragraphs 1.3.1.1.1 through 1.3.1.1.9). For incidents occurring during nonduty hours, report the incident the morning of the next duty day to the wing safety office or command post.

1.3.1.3.1. Use the mission design series (MDS)-specific flight manual for a definition of departure for that aircraft.

1.3.1.9.1. Units must enter all bird and wildlife strikes into the Air Force Safety Automated System (AFSAS), but no final message is required for Class E events. Units must ensure transient aircrew complete AF IMT 853, **Air Force Bird Strike Report**; AETC IMT 645-4, **Trend Data Report**; or a locally approved bird and wildlife strike IMT, and then send a copy via fax or e-mail to the owning safety office for entry into AFSAS.

1.6. (Added) **Monthly Reports:**

1.6.1. (Added) **Track and Report all Reportable Mishaps.** No later than the 10th day following the end of the month, AETC wing flight safety officers (FSO) or flight safety noncommissioned officers (FSNCO) will submit their *Monthly Mishap Report* of all reportable mishaps and events to the numbered Air Force (NAF)/SEF and HQ AETC/SEF via e-mail. **NOTE:** The reporting requirement in this paragraph is exempt from licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.2. Units will use the database format provided by HQ AETC/SEF (or any equivalent product approved by HQ AETC/SEF). Include in the report or summary the following information:

1.6.1.1. (Added) Flight Safety Manning and Telephone Listing. List wing and squadron flight safety personnel and include: name, squadron, weapon system, and contact telephone number.

1.6.1.2. (Added) Last Month's Mishap Summaries. List the mishap report number, type aircraft, mishap class, mishap date, a short one line description of the event, and an AFSAS report number. Include Class A, Class B, Class C, Class E, Class E high accident potential (HAP), and Class E hazardous air traffic reports (HATR), aero club mishaps (all message traffic), and status of OPEN deficiency reports (DR).

1.6.1.3. (Added) Bird and Wildlife Strikes. List all bird and wildlife strikes for the month; include transient as well as local aircraft.

1.6.1.4. (Added) Listing of Potential Safety Investigation Board (SIB) Members. Break out listing by SIB position. List the primary SIB members: board president, investigating officer, medical member, pilot member, and maintenance member. Also include conditional SIB members (if applicable and available), such as additional crewmembers (navigator, loadmaster, etc.), qualified in the mishap aircraft, life support officer or noncommissioned officer (NCO), air traffic control officer, weather officer, and fire and rescue. Include the full name, grade, date of separation (DOS), unit assigned, duty telephone number, aircraft experience, training received (such as Board President [BP], FSO, etc.), date of last local SIB training, and any previous SIB experience. Quarterly, HQ AETC/SEF coordinates with HQ AETC/DPSET for a listing of AETC-assigned personnel trained and forwards the listing to all NAF and wing safety offices. Courses include:

1.6.1.4.1. (Added) WCIP05C/Flight Safety Officer Course (FSO)/EPD.

1.6.1.4.2. (Added) WCIP05A/Aircraft Mishap Investigation Course/PZW.

1.6.1.4.3. (Added) J3AZR2A671A 048A/Jet Engine Mishap Investigation Course/B8Y.

1.6.1.4.4. (Added) L3AZR1SO71 005/Flight Safety NCO Course/IHY.

1.6.1.4.5. (Added) AFSC820/Mishap Investigation. (**NOTE:** This course is active in the Oracle Training Administration, Military Personnel Data System [OTA/MilPDS].)

1.6.1.4.6. (Added) AFSC810/Safety and Accident Investigation Board President Course/SIP.

1.6.1.5. (Added) Recommendation Status. Include the status of recommendations from any Class A, Class B, Class C, Class E HAP, and Class E HATR for which a unit in your wing is the office of primary responsibility (OPR) or office of collateral responsibility (OCR); include in the list the AFSAS number, aircraft type, date of mishap, recommendation, and status of the recommendation. List all OPEN recommendations as well as any recommendations that have been CLOSED during the month. Also include other recommendations of significance (ORS).

1.6.2. (Added) **Track Aviation Mishaps and Events.** AETC wing FSOs and FSNCOs will track aviation mishaps and events and evaluate data for trends. At least quarterly (March, June, September, and December), provide 2 AF/SEF or 19 AF/SEF and HQ AETC/SEF the results of any trends noted. The 2 AF and 19 AF will forward only manning, SIB listing, and status of any OPEN recommendations and other recommendations of significance as applicable. Units will use Microsoft Word® to format the summaries and publish as simply as possible. Negative reports are not required.

1.7. (Added) **AETC IMT 645-4.** Use the AETC IMT 645-4 for all aircraft ground emergencies, in-flight emergencies (IFE), and other occurrences that could later be determined to require a safety investigation or may be identified as a high accident potential situation. The wing safety staff will ensure that an AETC IMT 645-4 is initiated for each occurrence involving AETC aircraft. The wing safety staff will further ensure safety personnel and maintenance quality assurance (QA) personnel debrief each aircrew experiencing a ground emergency or IFE. Wing safety will provide proper training on how to provide AETC IMT 645-4 documentation. See AFI 91-204, Attachment 1, for a definition of intent for flight rules.

1.7.1. (Added) **Initiating AETC IMT 645-4.** Wing safety, QA, or maintenance debrief will initiate the AETC IMT 645-4. It is preferred to complete the AETC IMT 645-4 with the aircrew; however, this is not mandatory. Conduct the debriefing at the aircraft; however, it may be performed at a centralized debriefing location.

1.7.2. (Added) **Completing AETC IMT 645-4.** Units will complete the AETC IMT 645-4 to the fullest extent possible and as quickly as possible; however, the maximum allowable time for completion is no later than 72 hours after mishap occurrence. Timely capture of information is critical. The following procedures apply when an aircraft ground emergency or IFE occurs:

1.7.2.1. (Added) Enter a red "X" symbol in the discrepancy block of AFTO IMT 781A, **Maintenance Discrepancy and Work Document**, and describe the aircraft emergency and condition of the aircraft. If required, annotate in the discrepancy block "hold all parts for possible deficiency reporting action." See TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, for deficiency reporting procedures. Aircraft that experience in-flight emergency engine shutdowns will have such information annotated in the engine's AFTO IMT 95, **Significant Historical Data**, records according to TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*.

1.7.2.2. (Added) When a mishap report is required, place an "X" in the mishap number block or if available, write the mishap number in the mishap number block on the AETC IMT 645-4.

1.7.2.3. (Added) Place a copy of the AETC IMT 645-4 in the aircraft AFTO IMT 781-series binder and forward one copy to QA for review and filing and one copy to wing safety. Electronic versions of the AETC IMT 645-4 may be used when and where appropriate.

1.7.2.4. (Added) When the discrepancy that caused the IFE or ground emergency is corrected, the individual who certifies the corrective action in the AFTO IMT 781A also completes the corrective action block on the AETC IMT 645-4.

1.7.2.5. (Added) When an IFE or ground emergency discrepancy requires component removal, repair, and reinstallation such as an engine, provide a copy of the AETC IMT 645-4 and an AFTO Form 350, **Repairable Item Processing Tag**, to accompany the removed component to the onbase repair function. The AFTO Form 350 remains with the component until no longer required. Upon completion of repair actions, the repair function supervisor ensures applicable portions of the AETC IMT 645-4 are completed and returns the completed AETC IMT 645-4 to the flight line function. When all maintenance and subsequent documentation associated with the incident are complete, the flight line function routes the completed AETC IMT 645-4 to QA for review and filing. QA will forward a copy to the wing safety office.

1.7.2.6. (Added) When a component is forwarded from the repair function to depot for DR investigation, the repair function supervisor transfers all pertinent information from the maintenance information system (MIS) to the AETC IMT 645-4. The AETC IMT 645-4 does not accompany the part to depot. The completed IMT is forwarded to QA for review and filing. When all maintenance and subsequent documentation associated with an incident is complete, QA forwards a copy of the AETC IMT 645-4 to the wing safety office.

1.7.2.7. (Added) When a component is submitted for a DR investigation, wing safety will interface with QA for periodic DR updates. Wing safety may also track DR status using the DR Web site as prescribed in TO 00-35D-54. When possible, annotate the DR number on the AETC IMT 645-4.

1.7.3. (Added) **Disclosure of AETC IMT 645-4.** The wing safety office is the only local function authorized to release information concerning AETC IMTs 645-4 to outside agencies. The maintenance group commander (MXG CC) designates individuals in QA who provide information to and coordinate with wing safety. The QA point of contact (POC) receives a briefing from the wing safety office on procedures and requirements for mishap reporting.

1.8. (Added) **QA Responsibilities.** The QA:

1.8.1. (Added) Coordinates impoundment actions as prescribed by AFI 91-204 and AFI 21-101, *Aerospace Equipment Maintenance Management*, and ensures all maintenance actions are fully coordinated between the impoundment official and the wing safety office.

1.8.2. (Added) Assists in mishap investigations and provides wing safety with technical information and technical assistance as required by AFI 91-204 and AFI 21-101 for mishaps involving component malfunctions, maintenance malpractices, and equipment damage.

1.8.3. (Added) Coordinates recommendations between wing safety and maintenance functions. Ensures the MXG/CC is aware of mishap reports and trends affecting aircraft and maintenance.

1.8.4. (Added) Verifies the accuracy and completeness of all AETC IMT 645-4 documentation, to include the work unit code, part number, national stock number, cost, and DR number of any defective components. Sends completed AETC IMTs 645-4 to wing safety for review and filing.

2.1.2. In many cases, the opportunity exists to debrief individuals involved in a mishap, which expedites the safety investigation. However, for some mishaps, the SIB must reconstruct the mishap with only sparse evidence, much of which is provided by the interim safety board (ISB). To help the SIB determine causes and provide mishap prevention recommendations, the evidence must be gathered, protected, and preserved by the ISB president and handed to the SIB for analysis. At no time prior to the handover of evidence to the SIB president should any piece of evidence be reviewed, copied, tampered with, or modified (that is, heads-up display [HUD] tape, aircraft and training records, flight evaluation folder, and maintenance logs). The integrity of each piece of evidence is crucial to the success of the investigation and the Air Force's mishap prevention program.

5.1.1. For Class C flight mishaps and Class E events, the single investigation officer (SIO) will be a graduate of the FSO Course (WCIP05C) or Aircraft Mishap Investigation Course (AMIC)(WCIP05A). Flight safety NCOs and civilians may investigate and report Class C aircraft mishaps and Class E aircraft events when no operator factors are involved provided they have attended AMIC, Jet Engine Mishap Investigation Course (JEMIC) (J3AZR2A671A048A), or the FSO Course (WCIP05C).

5.1.3. (Added) **AETC Class A Aircraft SIB Procedures.** These procedures include:

5.1.3.1. (Added) Following notification of a Class A aircraft mishap, HQ AETC/SEF will work through the NAF chief of safety to contact all wings to nominate trained SIB members for each required board position with the exception of the SIB president, medical member, and the safety center representative. HQ AETC/SE will also contact 2 AF/SE and 19 AF/SE to determine the availability of potential SIB presidents and forward the names through the AETC Commander (AETC/CC) for approval. HQ AETC/SG will use inputs from the wing commander (through the wing SE and NAF SE) to select the medical member and provide that name to HQ AETC/SE. After all SIB positions are filled; HQ AETC/SEO will publish the SIB orders.

5.1.3.2. (Added) HQ AETC/SEF will assign a member of the AETC flight safety staff to be the POC of the SIB. The POC will provide any assistance the board may need and will coordinate the briefing schedule to the AETC/CC.

5.2.3.2. A human factor specialist may be requested primarily from HQ AETC/SG or secondarily from Air Force Safety Center, Aviation Safety Division (AFSC/SEF), when human factors are suspected as a factor in Class A or Class B mishaps. For Class B mishaps, initiate request for a human factor specialist through HQ AETC/SEF who will contact the HQ AETC/SG.

5.3.1.1.2. SIB president selections are not limited to current and qualified pilots or navigators.

5.3.1.3. For Class B mishaps involving strictly maintenance or logistic issues the BP need not be rated. Additionally, for all Class B flight mishaps the BP should be from outside the mishap wing. As a minimum, the BP will not be assigned or attached to the mishap squadron.

5.3.3. When possible, the pilot member will be an instructor pilot (IP) in the type aircraft involved in the mishap.

5.3.4. The maintenance member, with 2 years of required experience, should have a minimum of 1-year flight line experience or quality assurance experience on the type aircraft involved. Officers will be graduates of AMIC or JEMIC and will be fully qualified by duty Air Force specialty code (DAFSC). Senior

noncommissioned officers (SNCO) will be graduates of JEMIC or AMIC and should be qualified by primary Air Force specialty code (AFSC) or secondary AFSC.

5.3.5. The medical member will be a flight surgeon (DAFSC 48XX). This individual should have experience in both the mission and type or similar type of aircraft involved. If possible, the flight surgeon should be a graduate of the Aircraft Mishap Investigation and Prevention (AMIP) Course at the School of Aerospace Medicine. HQ AETC/SG will make the selection using inputs from the wings.

5.3.8. An egress system specialist or life support technician who is highly qualified in the specific egress system involved will be assigned whenever an ejection seat or module of a mishap aircraft is used whether the ejection is successful or unsuccessful, this also includes bailout or ground egress attempt.

5.4.1.1. (Added) Board members must ensure that all data derived from electronically stored media is returned along with the storage media to the SIB, and then passed to follow-on investigations (that is, AIB) and agencies as required according to AFI 91-204 and AFMAN 91-223.

5.4.1.2. (Added) Telephonically, wings will coordinate requests for assistance from the Naval Sea Systems Command with HQ AETC/SEF. HQ AETC/SE is the POC for all salvage requests for Class A flight mishaps.

5.5.2.1. (Added) When laboratory analysis or a DR is requested for a component that is suspected of being critical to the cause of a Class A or Class B mishap, the BP should consider designating an individual fully conversant with all factors involved in the mishap to accompany the component. This individual will observe the laboratory analysis or DR and will request a preliminary evaluation for the mishap board. Units will coordinate requests for DRs or laboratory analysis by civilian or other US government agencies in advance with HQ AETC/SEF. Units will coordinate Category (CAT) I DRs with the unit chief of safety. The wing flight safety office will log and track CAT II DRs submitted for Class B and C mishaps until closure.

5.5.2.2. (Added) When the formal mishap report is submitted prior to receipt of the final DR/CAT I DR, a preliminary written evaluation will be included. If the formal DR is significantly different from the preliminary evaluation, the convening authority will address his or her opinion as to the effect on the previously identified causes and recommendations in the investigating commander's endorsement.

6.1.1.3.1. (Added) Despite a preliminary message not being required, AFSC still requires a status message at the 30-day point and every 30 days thereafter until the final message has been transmitted. Submit the final message upon completion of the investigation.

6.1.1.3.2. (Added) Within 24 hours of determining that a Class C flight mishap has occurred, send e-mail notification to HQ AETC/SEF if the information was not provided through the respective Command Post via an OPREP-3 BEELINE or HOMELINE report. Include the following information:

6.1.1.3.2.1. (Added) Type aircraft and tail number.

6.1.1.3.2.2. (Added) Date and time of mishap.

6.1.1.3.2.3. (Added) Location of mishap.

6.1.1.3.2.4. (Added) Mishap pilot wing or squadron assigned.

6.1.1.3.2.5. (Added) Mishap aircraft wing or squadron assigned.

6.1.1.3.2.6. (Added) Brief description of the mishap scenario. Only include factual information of the type that would be placed in a preliminary message.

6.1.1.3.2.7. (Added) POC (include full name, office symbol, and telephone number).

6.1.2. Request waivers through the convening authority (that is, NAF/SE, HQ AETC/SE, and AFSC, IN TURN).

6.1.8. For Class A and Class B mishaps, SIBs or SIOs must forward draft copies of the Tab T (narrative, findings, causes, recommendations, and other findings and recommendations of significance) to HQ AETC/SEF and 19 AF/SEF as applicable for quality control purposes prior to finalizing the report. Coordinate with HQ AETC/SEF and then send via password protected e-mail.

6.5.1.1. (Added) For aircraft mishaps briefed to the AETC/CC, hand-carry or express mail all copies of the formal report to HQ AETC/SE, 244 F Street, Ste 1, Randolph AFB, TX 78150-4328. Upon convening authority release, HQ AETC/SE will mail the reports. The AFSC representative may hand-carry the AFSC copy to the appropriate office.

6.5.1.2. (Added) Number all other mishap formal reports and forward using a memorandum of transmittal to HQ AETC/SE, 244 F Street, Ste 1, Randolph AFB, TX 78150-4328. Clearly identify in the subject line of the transmittal the type of mishap, place of occurrence, aircraft or equipment involved, identification control number, and date of occurrence.

6.6.1.1. (Added) SIB presidents of Class A flight mishaps will brief AETC/CC at Randolph AFB after the investigation is completed. This briefing and the visual aids used to give this briefing are protected according to guidance in AFI 91-204. The mishap unit wing commander will attend the briefing. AETC/CC may also request 2 AF/CC and 19 AF/CC attend.

6.6.1.2. (Added) All primary members of the SIB will attend Class A flight mishap briefings. The NAF, as the convening authority for Class B flight mishap investigations, determines SIB members required to attend the briefing.

7.2.2.1. HQ AETC/SE will track the status of open AETC recommendations and ORS for Class A mishaps. Where applicable, NAF/SE will track the status of open AETC recommendations and ORS for Class B mishaps when they are the convening authority. Wings are responsible for tracking all open wing recommendations and ORS for aviation Class C, Class E, HAP, HATR, and aero club mishaps. This includes the status of any AFTO IMT 22, **Technical Manual (TM) Change Recommendation and Reply**, AF Form 847, or DR. The wing will report status and recommend closure via AFSAS.

7.2.3.1.7. AETC-level action agencies that are OPRs on open recommendations and ORS will report status of corrective action with complete rationale until recommendations are closed for all Class A and Class B flight mishaps. HQ AETC/SEF will solicit inputs from HQ AETC directorates and major staff offices listed as OPRs for Class A and Class B flight mishap recommendations and ORS no later than 1 October and 1 April. Units must report status no later than 15 October and 15 April.

7.2.3.1.7.1. (Added) For AETC Class A and Class B flight mishaps with non-AETC recommendations and ORS OPRs, HQ AETC/SEF will forward requests for updated status information to the appropriate major command safety office no later than 1 October and 1 April.

7.2.3.1.7.2. (Added) The 2 AF and 19 AF will report the status of all recently closed mishaps since the last mishap review panel (MRP) and open recommendations and ORS for Class B mishaps where they are the convening authority to HQ AETC/SEF no later than 15 October and 15 April. Wings will report the status of all recently closed mishaps since the last MRP and open recommendations and ORS for flight Class C, Class E, HAP, HATR, and aero club mishaps to HQ AETC/SEF no later than 15 October and 15

April. This includes the status of any AFTO IMT 22, AF Form 847, or DR. As a minimum, provide the following in either MS-Word® or in an MS-Excel® spreadsheet:

7.2.3.1.7.2.1. (Added) AFSAS number.

7.2.3.1.7.2.2. (Added) Mishap date and mishap number.

7.2.3.1.7.2.3. (Added) Mishap class.

7.2.3.1.7.2.4. (Added) Type aircraft involved.

7.2.3.1.7.2.5. (Added) One-line description of the mishap.

7.2.3.1.7.2.6. (Added) Listing of recommendations and ORS. **NOTE:** Forward the listing exactly as written in the report (or as message of final evaluation, if applicable).

7.2.3.1.7.2.7. (Added) Actions taken. **NOTE:** Detail specific actions taken to include dates, publications, offices contacted, etc.

7.2.3.1.7.2.8. (Added) Status.

7.3.10. (Added) AF Form 847, **Recommendation for Change of Publication.**

7.3.11. (Added) AF IMT 853, **Air Force Bird Strike Report.**

7.3.12. (Added) AFTO IMT 22, **Technical Manual (TM) Change Recommendation and Reply.**

7.3.13. (Added) AFTO IMT 95, **Significant Historical Data.**

7.3.14. (Added) AFTO Form 350, **Repairable Item Processing Tag.**

7.3.15. (Added) AFTO IMT 781A, **Maintenance Discrepancy and Work Document.**

7.4. (Added) **IMTs Prescribed.** AETC IMT 645-4, **Trend Data Report.**

NOTE: The following are added to Attachment 1:

References

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*, and its AETC supplement

AFI 90-901, *Operational Risk Management*, and its AETC supplement

AFI 91-204, *Safety Investigations and Reports*, and its AETC supplement

AFMAN 37-123, *Management of Records*

AFMAN 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

Air Force Records Disposition Schedule

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy, and Procedures*

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFSC—Air Force Safety Center; Air Force specialty code

AIB—accident investigation board

AMIC—aircraft mishap investigation course

AMIP—aircraft mishap investigating and prevention

CAT—category

DOS—date of separation

FSNCO—flight safety noncommissioned officer

FSO—flight safety officer

HAP—high accident potential

HUD—heads-up display

IFE—inflight emergency

IP—instructor pilot

ISB—interim safety board

JEMIC—jet engine mishap investigation course

MIS—maintenance information system

MRP—mishap review panel

NAF—numbered Air Force

ORM—operational risk management

POC—point of contact

QA—quality assurance

SIB—safety investigation board

SIO—single investigation officer

SNCO—senior noncommissioned officer

Table A3.1. Routing of Aviation Formal Reports.

	Forward	To (See <i>NOTES</i> 2 and 5)	For
3		HQ AETC/SEF	
9		19 AF/SE	
10		ANG/DOS: Jefferson Plaza 1 (JP-1), 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231 HQ AFRC/SE, 155 Richard Ray Blvd, Suite 131, Robins AFB, GA 31098	

NOTE:

1. For Class A and B mishaps, HQ AETC/SE and 19 AF/SE only require one electronic copy each.

FRANK A. PALUMBO, JR., Colonel, USAF
Director of Safety